

EFFECTIVE

January 1, 2000.

SUBJECT

1. Reference Codes Manual
2. Reference Forms Manual (RFF) Conversion
3. RFF, Forms & Publications (New)
4. Reference Schedules (RFS) added to the Reference Manual series. (New)
5. Reference Edits (RFE) will be available February 1, 2000.

**1. REFERENCE
CODES MANUAL**

The Reference Codes Manual merges FIS/ES and Services codes from Program Policy Reference Codes & Edits (PRC), Service Manual items and CIS, Chapter 15, Codes.

Note: The Codes section of PRC is now available for historical purposes only.

**Drug
Testing/Treatment****RFC N**

Drug Testing/Treatment negative action codes have been moved so that they are in alphabetical order with other negative action code categories.

**Employment Code
Fields Updated****FS****RFC E**

Employment code "CG" now clarifies the definition with the statement "...or a pregnant woman in her last trimester."

Employment code "WV" was added to the Cash Participation Codes. Use this code when a Work First participant is assigned to vocational/occupational training, condensed vocational education, internships, practicums or clinical experience.

**Other Insurance
Codes****MA****RFC O**

Insurance codes have been added and others deleted in RFC, Other Insurance codes.

**2. REFERENCE
FORMS MANUAL
CONVERSION****Children's
Services Forms
Added**

Exhibits of several Children's Services forms have been added to the RFF. This was done as part of a conversion cleanup to get these manuals ready to go online early spring of 2000. The forms are: FIA-41, FIA-42, FIA-43, FIA-44, FIA-46, FIA-104, FIA-120, FIA-121, FIA-650, FIA-1446, FIA-1728, FIA-2070, and FIA-3991. Form descriptions will be added in a future release.

**3. REFERENCE
FORMS &
PUBLICATIONS
(RFF)****Obsolete Forms
Oversight**

The following forms should have been obsoleted from Online Manuals effective 10/01/1999. Due to an oversight, they were not removed until 01/01/2000. They are: FIA-2442A, Agency and Recipient Responsibilities, FIA-4054, Personal Information Record and FIA-4107, Participant's Progress Report.

FIA-14, FIA-45**MA**

The FIA-14, MICHild Health Insurance Program, and the FIA-45, FIA to DCH/MICHild Transmittal, are revised to reflect that DCH is no longer processing Healthy Kids applications.

**FIA-137, FIA-177,
FIA-178 & FIA-1373****Programs**

Minor changes have been made to some of these forms. The FIA-137 has been added to the manual. The most recent version of the FIA-1373 is now in the manual and available on MSWord.

FIA-141**FS**

The FIA-141, Time-Limited Food Stamp Record, has been updated to reflect the State's new 36-month period. The form is optional and may be used as a tool to identify recipients that have reached their countable months. The form is available on MSWord only and can be accessed effective 12/01/1999.

FIP, RAP, REP and SDA**FIA-1111-4**

The current edition of the FIA-1111-4, Grant Award Notice, is now revised for the 1st half of the year 2000 payroll schedule.

FIA-1111-5

The revised edition of FIA-1111-5, Payment Dates, is now revised for the 1st half of the year 2000 payroll schedule.

FIA-1171-C**Programs**

Verification Codes associated with the FIA-1171-C have been moved from PRC to RFF to make it easier to locate and update.

FIA-2168**FIP, MA, CDC and FS**

The Claim of Good Cause-Child Support form has been revised to reflect changes to the verification requirements for good cause. Previous editions of this form are obsolete.

FIA-2169**FIP and MA**

The Claim of Good Cause-Third Party Liability form has been revised to reflect changes to the verification requirements for good cause. Previous editions of the form are obsolete. This form is now available electronically.

FIA-2439**FIP, RAP and FS**

All coding associated with the FIA-2439 has been moved from RFC to RFF to make it easier to locate and update.

FIA-4331**Case Readings**

Read Codes have been moved from the PRC to the RFF, FIA-4331 Instructions.

FIA-4469**FIP and MA**

Notice of Good Cause Finding-Child Support/Third Party Resources has been revised to reflect changes to verification requirements for good cause. Previous editions of this form are obsolete. This form is now available electronically.

FIA-4749**CDC, MA and Family FS, and other FS Only**

The FIA-4749 legal description was updated.

FIA-4783A**FIP, RAP, FS and CDC**

Distribution instructions have been updated.

FIA-4796**FS**

The FIA-4796, Food Stamp Employment Program, has been updated to reflect the new State 36-month period that begins December 1999.

**4. REFERENCE
SCHEDULES ADDED
TO REFERENCE
MANUAL SERIES**

The Reference Schedules Manual includes deadlines, payroll and other schedules from CIS, Chapter 14, Deadlines and Payroll, as well as schedules from Program Policy Program Reference Tables, Charts & Schedules (PRT).

Note: The Schedules section of PRT is now available for historical purposes only.

**Deadlines, Payroll
and Schedules
Updated for Year
2000**

The following Deadlines, Payroll and Schedules have been updated for year 2000:

Exception: CDC has been updated for year 2001.

- **RFS 101, Current Month Case Opening Cut-Off Dates for CIR/G Programs** - Cut-off dates updated.
- **RFS 102, Payroll Deadline Schedule for CIR/G Programs** - First half, Second half and Supplemental payroll deadline schedules have been added.
- **RFS 103, CIS Negative Action Effective Dates** - Negative action date tables updated.
- **RFS 104, MA Card Schedule** - Regular MA Cut Off Dates, End of Month Process Dates, FIA-176 Deadline Dates, Regular MA Card Mail Dates and the End of Month MA Card Mail Dates for both the local office and central office have been updated.

- **RFS 105, Food Stamp Deadlines** - The FS Direct Mail Schedule, Plastic Participation FS Pickup Schedule for All Counties, Plastic Participation FS Pickup Schedule and FS Cash Out Payroll Schedules have all been updated.
- **RFS 106, State SSI Payment Payroll Deadline Schedule** - The Quarterly Deadline Schedules for SSI Programs A, B, and E have been updated.
- **RFS 107, Model Payments System (MPS Payroll Schedule)** - Updated.
- **RFS 108, FIA-849 and Medical Services Authorization Payroll Schedule** - The CIS Cut-off Date, Tentative Warrant Mail Date and Warrants Dated schedules for the FIA-849 and Medical Services Authorization (FIA-93/93-A) have been updated.
- **RFS 109, Consolidated Deadline Calendar** - Updated.
- **RFS 110, CDC Deadlines** - Pay Period Dates, Pay Periods, CIS Deadlines and Tentative Warrant Dates for CDC have been updated for the year **2001**.
- **RFS 205, Children's Foster Care Payment Schedule** - Billing Periods, Invoice Received by Payment Control and Tentative Warrant Delivery dates have been updated.
- **RFS 206, Independent Living Payment Schedule** - Billing Periods, Invoice Received by Payment Control and Tentative Warrant Delivery dates have been updated.

5. RFE COMING SOON

Reference Edits (RFE) will combine CIS, Chapter 13, CIS Edits, Program Policy PRC edits and ASSIST edits from the ASSIST User Manual, Codes and Edits. This manual will be available February 1, 2000.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFC A
RFC B
RFC C
RFC D
RFC E
RFC F
RFC G
RFC H
RFC I
RFC L
RFC M
RFC N
RFC O
RFC P
RFC Q
RFC R
RFC S
RFC T
RFC TABLES
RFC U
RFC V
RFC W
RFF 41
RFF 42
RFF 43
RFF 44
RFF 45
RFF 46
RFF 104
RFF 120
RFF 121
RFF 137
RFF 650
RFF 1446
RFF 1728
RFF 2070
RFF 3991
RFS 101
RFS 102

RFS 103
RFS 104
RFS 105
RFS 106
RFS 107
RFS 108
RFS 109
RFS 110
RFS 120
RFS 205
RFS 206

Changed Items ...

RFF 14
RFF 18
RFF 54A
RFF 141
RFF 176
RFF 177
RFF 178
RFF 478
RFF 551
RFF 1111-4
RFF 1111-5
RFF 1171C
RFF 1373
RFF 2168
RFF 2169
RFF 2439
RFF 3925
RFF 4162
RFF 4331
RFF 4469
RFF 4574
RFF 4749
RFF 4783A
RFF 4796

Deleted Items ...

RFF 78
RFF 2442A
RFF 4054
RFF 4107